

DPW FACILITY BUILDING COMMITTEE

MEETING DATE August 20, 2020
LOCATION New DPW Facility, Old Westborough Road, Grafton
Conference Line (As Posted in Meeting Agenda)
COMMITTEE J. Bechard, P. Carlson, A. Clarke, S. Robbins, R. Rodak
OPM: A. Deschenes
WESTON & SAMPSON Not in attendance

CALLED-TO-ORDER & 7:03 PM
OPEN CONFERENCE LINE

RECEIVED TO THE CLERK
CITY OF GRAFTON
2021 AUG -6 AM 10:17

Item 1: OPM Updates

Discussion Points

Sitework:

- Still a significant punch list remaining for site/civil.
- Walked site with ConCom; perimeter silt fence can be removed.
- DPW is mowing grass.

Concrete:

- No further activity.

Exterior:

- Roof ladders are still not installed.
- Noted during HVAC training that there is duct tape on some of the metal standing seams.
- Roof leaks in Vehicle Storage area continue.
 - o OPM reports that Castagna has been alerted and photos shared with them,

Interiors:

- Interior of building is complete except for punch list and deficiencies.

MEP:

- Punch list items still remain to be completed.
- Flue for Vehicle Wash boiler has not yet been installed (it is a Change Order).
- IT/security/cameras can't be tested and completed until the IT switch is moved from the existing DPW facility.

OTHER UPDATES:

Cost update:

- Budget is over by \$24,000, though \$38,000 is held, and OPM estimates project will be in the black when project is complete.
- Invoices this month for Wash Bay equipment, Lube system, Weston & Sampson, and the Third-Party Fire Protection Reviewer.
- OPM notes there is nothing new of significance has been added to the cost report since the last Committee meeting.
- Legal recommended that we release Requisition #18 (\$134,122.91, previously approved by committee conditional on legal advice).

Schedule

- OPM provided the list of next steps required to close out project and enable the DPW to move into the new facility:
 - o Engineers review TAB report (completed)
 - o Engineers on-site to test some MEP equipment (completed)
 - o Affidavits provided once testing successfully completed (received)
 - o Final walkthrough with FD and Building Dept (first walkthrough complete, failed)
 - o Obtain Certificate of Occupancy/Substantial Completion
 - o Complete Punch List and Owner training, receive all closeout documentation
 - o Final Completion
 - o Install Owner Equipment
- OPM reports there is still no schedule from Castagna when punch list items will be completed.

Quality

- OPM reports the punch list has been monetized and updated by Castagna and the value is approximately \$150K
 - o Committee requested OPM to estimate items Town has undertaken since Castagna has not committed to finishing and include as part of Town's monetized punch list.
- Weston & Sampson reports the value for a potential repair to the Vehicle Maintenance area and Wash Bay slab is \$95,000.00.

Safety

- No issues to report.

Equipment

- No change to status of equipment.
- Maintenance Tech, Inc., indicated they are busy and need a 4-5-week lead time to return to finish installing the Wash Bay equipment.

Closeout

- Walkthrough with Fire Dept (Steve Charest) on Wednesday 8/12/20. Building did NOT pass for Certificate of Occupancy.
- Issues:
 1. All openings in ceilings to be closed.
 2. Access panels to be installed and labeled appropriately.
 3. Drain for test port outside of vehicle wash needs correct fitting. (Complete)
 4. Re-label Fire Sprinkler Room door: "Dry Sprinkler Room".
 5. Install two Knox boxes – one at Dry Sprinkler Room, one at Fire Pump House
 6. Spare sprinkler heads need to have a list that includes quantities by type. (Complete)
 7. Cellular connection for Fire Radio needs to be activated and tested.
 8. Sprinkler as-builts updated to show all heads/pipe accurately. (Underway)
 9. NFPA-72 document should indicate there IS a generator. (Complete)
 10. Add sprinkler heads as discussed/required. (Complete)
 11. Add an exit sign in corridor near public entrance, perpendicular to path of travel.
 12. Install evacuation route signs.
- Next walkthrough will be scheduled once these items have been completed.
 - o Verizon is the cause of issue #7, we are working on getting this resolved with them.
- Castagna has not provided any dates for completion of the above items.

Legal

- OPM reports he met with the Select Board on 8/4/20 to provide a status of the project and potential options going forward.
- OPM also reports to having had two phone calls with Town Counsel and construction lawyers to review documents, timetable, etc., and to discuss next steps.
 - o More details to be discussed at Committee Meeting pending input from legal this week.

Item 2: Review invoices

Discussion Points

- Cameron & Davis invoice covering fire services final walk through, number 1273 dated August 14th, 2020 in the amount of \$400.00 submitted to the Committee for review and consideration.
 - o Motion made by S. Robbins: Town of Grafton pays Cameron Davis invoice number 1273 dated August 14th, 2020 in the amount of \$400.00
 - o Motion seconded by R. Rodak
 - o Chair declares motion carries 5-0
- Maintenance Tech, Inc., the second of three invoices for Vehicle Wash Bay equipment, number 8760 dated August 3rd, 2020 in the amount of \$40,944.40 submitted to the Committee for review and consideration.
 - o Motion made by P. Carlson: Town of Grafton pays Maintenance Tech, Inc., invoice number 8760 dated August 3rd, 2020 in the amount of \$40,944.40
 - o Motion seconded by A. Clarke
 - o Chair declares motion carries 5-0
- Ray Jurgen-Company, LLC invoice covering installation of vehicle maintenance equipment, number 0000054178 dated June 30th, 2020 in the amount of \$22,090.00 submitted to the Committee for review and consideration.
 - o Motion made by P. Carlson: Town of Grafton pays Ray Jurgen-Company, LLC invoice number 0000054178 dated June 30th, 2020 in the amount of \$22,090.00
 - o Motion seconded by R. Rodak
 - o Chair declares motion carries 5-0
- Weston & Sampson invoice covering Commissioning Agent and independent testing, number 7200359 dated August 12th, 2020 in the amount of \$3,195.50 submitted to the Committee for review and consideration.
 - o Motion made by P. Carlson: Town of Grafton pays Weston & Sampson invoice number 7200359 dated August 12th, 2020 in the amount of \$3,195.50
 - o Motion seconded A. Clarke
 - o Chair declares motion carries 5-0

Item 3: Meeting minutes

Discussion Points

- Meeting minutes of July 23rd, 2020
 - o Motion made by S. Robbins to accept meeting minutes of July 23rd, 2020 as presented
 - o Motion seconded by P. Carlson
 - o Chair declares motion carries 5-0

Item 4: Future Meetings

Discussion Points

- Next meeting is September 24th, 2020
- Next meeting thereafter is October 22nd, 2020

Executive Session

Peter R Carlson's motion: I move the committee enter into Executive Session in accordance with the Open Meeting Law, M.G.L. c. 30A, Section 21(a), pursuant to section 3, discuss strategy with respect to litigation. (name withheld on purpose)

Motion seconded by Sue Robins

Discussion: None

Roll Call: Andrew Clarke, Yea; Bob Rodak, Yea; Sue Robbins Yea; John Bechard, Yea; Peter Carlson, Yea

The Chair finds that an open meeting may have a detrimental effect on the litigation position of the Committee.

Adjourn for Executive Session at 7:37 PM.

Conference Line Closed.

MOTION TO ADJOURN P Carlson

SECOND R Rodak

DESCISION 5-0

ADJOURN 8:24 PM